



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Executive Department Legal Division Room 201, State Capitol Atlanta, Georgia 30334	Application Number 77-297-A	
Application Number		Date Received JAN - 3 1980	Date Completed JAN 10 1980
2. Person to Contact Wilda Crum		Working Title Legal Secretary	Telephone Number 656-1790
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 77-297 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest To Date		5. Records Series Title (followed by title used in office; if different) EXTRADITION CASE FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Legal Division, headed by the Legal Counsel, is responsible for handling all legal matters for the Executive Department. The Legal Counsel confers with and advises the Governor on all matters of State. The Division prepares all executive orders, minutes and other executive documents; prepares, drafts, and monitors executive legislation programs and represents the Governor on such matters before legislators and other elected officials; reviews other legislation; and represents the Governor on such judicial matters as criminal extraditions, executive agreements concerning the interstate transfer of prisoners, matters concerning capital punishment, resignations and appointments of all judicial officials, and resignations and bonds of public officials.			
7. Record Series Description Documents relating to: Included are: File is arranged:		This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Extraditions. Documents relating to maintaining case files on the extraditions of alleged criminals to and from Georgia. Included are requests for extradition, notice of extradition, notice of extradition hearing, hearing officer's report, Asylum State Governor's decision, supporting papers and correspondence. Numerically by extradition number.	
8. Monthly Reference Rate One to six months old 50 ; Seven to twelve months old 10 ; Thirteen to twenty-four months old -- ; twenty-five months and older -- ?		How often are records referred to which are:	
9. Annual Rate of Accumulation of Records Letter-size drawers ; Legal-size drawers 1/3 ; Shelves ; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------------|-----------------------------------|--------------|
| a. State Law | _____ 50 _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) _____ 1 _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold _____ 49 _____ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Charles E. Felt</i>	1-2-80	<i>Judy V. Stangor</i>	1/2/80
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	1-8-80
		Secretary of State/Designee	1-4-1980
		Attorney General/Designee	1-8-80



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FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Executive Department Legal Division Room 201 State Capitol Atlanta, Ga. 30334	Application Number 77-297	
Application Number		Date Received SEP 22 1977	Date Completed OCT 4 1977
2. Person to Contact Wilda Crum		Working Title Secretary	Telephone Number 656-1790
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-89 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1971 Latest To Date		5. Records Series Title (followed by title used in office, if different) Extradition Case Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Legal Division, headed by the Legal Counsel, is responsible for handling all legal matters for the Executive Department. The Legal Counsel confers with and advises the Governor on all matters of State. The Division prepares all executive orders, minutes and other executive documents; prepares, drafts, and monitors executive legislation programs and represents the Governor on such matters before legislators and other elected officials; reviews other legislation; and represents the Governor on such judicial matters as criminal extraditions, executive agreements concerning the interstate transfer of prisoners, matters concerning capital punishment, resignations and appointments of all judicial officials and resignations, and bonds of public officials.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining case files on the extraditions of alleged criminals to and from Georgia. Included are: requests for extradition, notice of extradition, notice of extradition hearing, hearing officer's report, Asylum State Governor's decision, supporting papers and correspondence. File is arranged: numerically by extradition number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Some cases may contain FBI rap sheets - Criminal Justice Act
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? State Supreme Court, Dept. of Offender Rehabilitation, Office of Secretary of State.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	51 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) 2 year(s); then

☐ Transfer to local holding area, hold _____ year(s); then

☒ Transfer to State Records Center; hold 49 year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Tom Underwood</i>	9/21/77	<i>Judy V. Stanopoulos</i>	9/21/77
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Auditor/Designee	9-29-77
		Secretary of State/Designee	9-27-77
		Attorney General/Designee	10-3-77